

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

6 January 1953

MEMORANDUM TO: Chief, General Services

FROM : Chief, Printing & Reproduction Division in Class.

SUBJECT : Monthly Progress Report

1. Problems : personnel.

3. Breakdown of completed work for the month:

2. Volume: total jobs received: 2,942

total jobs delivered: 2,795.

25X1

OFFICE	PHOTOSTAT		OZALID		PHOTOCOPY		PHOTODUPLICATION		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs
Director	2	24		✓		✓		✓	1	2,000			3	545			1	60	
ONE		✓		✓		✓		✓		✓	7	56,420	1	240				✓	
OSI	8	✓ 452		✓	2	✓ 3	1	✓ 16	12	✓ 64,100		✓ 270	1	✓ 460				✓	
ORR	146	✓ 10,260	1	✓ 6	62	✓ 98,602	27	✓ 2,452	42	✓ 401,208	4	✓ 47,619	15	✓ 22,849			6	✓ 19,590	3
OIC		✓		✓		✓		✓		✓		✓	7	✓ 2,325				✓	
OCI		✓		✓	3	✓ 33		✓	4	✓ 6,300		✓		✓	1	✓ 1,600		✓	
OOD	229	✓ 27,309	1	✓ 40	371	✓ 42,135	128	✓ 27,527	913	✓ 1,596,764	1	✓ 14,000	5	✓ 27,490	3	✓ 1,150	26	✓ 69,709	17
OO	19	✓ 2,289		✓	10	✓ 5,159	16	✓ 1,873	21	✓ 131,803	2	✓ 3,300	64	✓ 4,525,790	21	✓ 30,914		✓	2
DD/P	60	✓ 8,638	3	✓ 31	67	✓ 20,252	22	✓ 43,082	45	✓ 234,935	3	✓ 56,902	18	✓ 31,475		✓	28	✓ 14,123	2
COMMO	3	✓ 466	3	✓ 24	5	✓ 375	3		9	✓ 50,230		✓ 230		✓				✓	
GSO	6	✓ 160	3	✓ 67	3	✓ 48	32	✓ 2,076	8	✓ 34,803	3	✓ 11,334	3	✓ 1,050		✓		✓ 800	
Comptroller	4	✓ 304		✓	2	✓ 21	2	✓	36	✓ 69,887		✓ 100	19	✓ 25,150		✓		✓	
Gen. Counsel	2	✓ 77		✓		✓		✓		✓		✓		✓		✓		✓	
Personnel	88	✓ 27,415		✓	1	✓ 20		✓	12	✓ 18,000	2	✓ 3,000	5	✓ 26,550	2	✓ 1,375	5	✓ 7,560	
Procurement	4	✓ 55		✓	2	✓ 6,099		✓	13	✓ 163,785		✓	9	✓ 3,060		✓		✓	2
Medical		✓		✓		✓		✓		✓		✓	1	✓ 1,200		✓		✓	
I&S		✓		✓	10	✓ 8,334		✓ 27	2	✓ 21,400		✓		✓		✓		✓	
Training	4	✓ 778		✓	3	✓ 42		✓	7	✓ 10,050	1	✓ 1,000	18	✓ 19,460		✓		✓	
NSC		✓		✓		✓		✓	1	✓ 60		✓		✓		✓		✓	
TOTALS	575	78,227	11	168	541	181,123	231	77,053	1,126	2,805,325	23	174,175	169	4,687,644	27	35,039	66	111,842	26
BACKLOG	69	6,029			290	68,231	198	82,906	133	464,370	10	17,200	6	46,150	1	2,000			77

MOTION PICTURE LAB PRODUCTION: 20' 16mm positive film for OCI (1 job). 4 jobs, movie and color film, processed at
BACKLOG : 4 jobs, 51,650' 3 jobs, movie film, processed and printed

DD/P.	
for OCD/GR.	

GPO Production: Letterpress: 4,450,269

Offset: 656,787

Backlog in GPO: 78 NIS sections.

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25X1A5A1

25X1A9A

MEMORANDUM TO: Chief, General Services
FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

5 December 1952

[Handwritten signature]
128
R. L. G.

1. Problems : personnel.

2. Volume: total jobs received: 2,679 total jobs delivered: 2,623.

3. Breakdown of completed work for the month of November 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO		BINDERY
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.	Jobs
Director				✓	1	✓ 3		✓ 1	1	✓ 200		✓	2	✓ 105				✓	
ONE		✓		✓	1	✓ 50		✓	1	✓ 75	3	✓ 15,173		✓		✓		✓	
OSI	3	✓ 280		✓	3	✓ 510		✓ 32	15	✓ 20,620		✓ 675		✓		✓		✓	
CRR	104	✓ 3,702	1	✓ 80	90	✓ 22,799	12	✓ 2,400	63	✓ 547,870	5	✓ 59,924	15	✓ 41,118		✓	5	✓ 27,314	6
OIC				✓		✓		✓				✓	18	✓ 2,115		✓		✓	
OCI				✓	1	✓ 4	2	✓ 2	7	✓ 3,900	1	✓ 35,860		✓	2	✓ 5,200		✓	
ODD	182	✓ 11,138	1	✓ 2	457	✓ 34,377	138	✓ 53,662	684	✓ 1,355,721		✓ 1,000	5	✓ 8,155	2	✓ 1,200	42	✓ 85,619	14
OO	16	✓ 1,041		✓	4	✓ 6,576	7	✓ 1,515	29	✓ 127,428	1	✓ 1,500	56	✓ 4,164,426	18	✓ 17,106	1	✓ 500	3
DD/P	63	✓ 14,141	2	✓ 708	91	✓ 18,345	36	✓ 28,144	30	✓ 300,675	4	✓ 178,400	2	✓ 400		✓	40	✓ 11,512	5
COMMO	1	✓ 32		✓	2	✓ 23	1	✓	9	✓ 36,750		✓ 150						✓	
GSO	4	✓ 125	3	✓ 20		✓	29	✓ 4,650	4	✓ 3,741		✓	1	✓ 2,000		✓		✓ 179	
Comptroller	4	✓ 331		✓	3	✓ 110	2	✓ 10	16	✓ 35,435		✓	12	✓ 15,048		✓		✓	
Gen. Counsel	1	✓ 105		✓		✓		✓				✓		✓		✓		✓	
Personnel	98	✓ 40,549		✓		✓		✓	13	✓ 172,975		✓	2	✓ 1,300	1	✓ 10,000	2	✓ 375	
Procurement	6	✓ 430	2	✓ 12	3	✓ 23		✓ 1	17	✓ 201,450	1	✓ 15,000	8	✓ 3,585		✓		✓	2
Medical		✓		✓	1	✓ 252		✓		✓		✓	2	✓ 1,100		✓		✓	
I&S		✓		✓	13	✓ 9,522	2	✓ 6	6	✓ 95,070		✓		✓		✓		✓	
Training	8	✓ 1,118		✓	9	✓ 1,484		✓	11	✓ 46,450	2	✓ 30,000	20	✓ 28,417		✓		✓	
TOTALS	490	72,992	9	822	679	94,078	229	90,423	906	2,948,360	17	337,682	143	4,267,769	23	33,506	90	125,499	30
BACKLOG	60	14,461			87	43,634	43	36,272	340	672,364	10	43,100							63

MOTION PICTURE LAB PRODUCTION: 4 jobs 1,858' processed and printed. 1 job, 19,121', processed and printed at [redacted]
BACKLOG: 4 jobs 58,875"

25X1A5A1

GPO Production: Letterpress: 2,706,150

Offset: 826,144

Backlog in GPO: 99 NIS sections.

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25X1A9A

MEMORANDUM TO: Chief, General Services

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00777A000100130043-2

25X1A9A

1. Problems : personnel.

2. Volume: total jobs received: 3,219 total jobs delivered: 3,425.

3. Breakdown of completed work for the month of October 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director									1	5,000			1	25				
ONE											4	9,790						
OSI	19	761			15	4,168		356	20	15,505		150					1	2,600
ORR	145	6,271	1	9	73	63,892	15	8,067	51	154,330	16	64,918	26	59,335			8	19,991
OIC													18	3,040				
OCI									4	36,770	2	20,500			5	5,900		
OCD	247	25,108	1	26	636	34,985	144	69,208	977	1,693,228					4	1,350	13	22,528
OO	17	1,300	2	30	6	1,963	13	2,041	41	580,545	1	1,000	72	4,846,138	24	24,123		
OSO	52	11,177	1	488	116	49,094	42	9,181	22	63,780	1	11,055	1	1,100			7	97,400
OPC	12	1,290			14	3,051	2	201	10	26,282	1	4,100						
COMMO	2	38			7	605			9	31,460	1	150	2	6,020				
OTS	5	418	2	161	7	2,868	1	30	12	84,985	1	37,010						
GSO	7	119	4	61	2	38	20	1,500	14	386,674	2	28,000	1	100				225
Comptroller	2	72					3		26	182,140	1	25	9	14,012				
Gen. Counsel	3	392									1	4,200						
Personnel	131	56,763							15	98,300			8	15,885			8	1,750
Procurement	4	256	2	14	7	7,504			51	606,400	2	16,200	7	1,460				
Medical											2	278,500	1	4,000				
Security					11	5,404	2	6	3	18,450								
Training	1	252	22	22,120	10	121	1		24	57,195	1	700	40	41,462				
NSC											1	15,000						
TOTALS	647	104,217	35	22,909	904	173,693	243	90,590	1,280	4,041,044	37	491,298	186	4,992,577	33	31,373	37	144,494
BACKLOG	53	2,714			173	93,294	73	11,655	125	398,064	12	134,500			1	2,400		

GPO Production: Letterpress: 1,197,900

Offset: 489,918

Backlog in GPO: 84 NIS Sections.

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25X1A9A

MEMORANDUM TO: Chief, General Services

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

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25X1A9A

2 October 1952

1. Problems : personnel.

2. Volume: total jobs received: 2,745 total jobs delivered: 2,648.

3. Breakdown of completed work for the month of September 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director	3	30		✓	1	✓ 10		✓	1	✓ 2,000		✓	4	✓ 1,047		✓		✓
ONE	1	✓ 598		✓		✓		✓		✓	3	✓ 16,512		✓		✓		✓
OSI	10	✓ 837	1	✓ 92	4	✓ 416	2	✓ 308	12	✓ 11,820		✓ 300	1	✓ 1,125		✓	1	✓ 1,300
ORR	88	✓ 2,822	10	✓ 602	71	✓ 37,988	22	✓ 260	33	✓ 237,092	13	✓ 98,876	21	✓ 71,777		✓	4	✓ 9,355
OIC				✓		✓		✓		✓		✓	8	✓ 1,925		✓		✓
OCI	1	✓ 12		✓		✓	3	✓	8	✓ 28,044		✓		✓	1	✓ 1,700	1	✓ 2,560
OOD	279	✓ 22,049	1	✓ 936	359	✓ 18,863	109	✓ 40,922	798	✓ 1,412,176	5	✓ 11,500	3	✓ 6,700	4	✓ 2,800	22	✓ 34,972
OO	18	✓ 1,135	1	✓ 6	11	✓ 6,181	20	✓ 4,023	26	✓ 95,087	4	✓ 2,400	63	✓ 4,126,328	22	✓ 19,732		✓
OSO	17	✓ 1,528	1	✓ 822	57	✓ 60,962	16	✓ 14,244	7	✓ 54,387	2	✓ 500		✓		✓	3	✓ 11,700
OPC	19	✓ 2,066		✓	10	✓ 343	5	✓ 217	11	✓ 159,350	1	✓ 4,800		✓		✓		✓
COMMO	3	✓ 46	2	✓ 80	2	✓ 44		✓	11	✓ 22,550	1	✓ 6,225		✓		✓		✓
OTS	3	✓ 111	1	✓ 18	5	✓ 92	1	✓ 9	4	✓ 2,750	2	✓ 55,600		✓		✓		✓
GSO	6	✓ 202	2	✓ 21	1	✓ 30	13	✓	10	✓ 9,846	1	✓ 17,000	4	✓ 2,725		✓		✓ 228
Comptroller	6	✓ 361		✓		✓	3	✓	31	✓ 68,037	1	✓ 12,000	8	✓ 8,561		✓	1	✓ 100
Gen. Counsel		✓		✓	1	✓ 12		✓		✓		✓		✓		✓		✓
Audit	1	✓ 2																
Personnel	105	✓ 54,335		✓		✓		✓	36	✓ 170,535		✓	4	✓ 12,675		✓	13	✓ 5,650
Procurement	5	✓ 471	4	✓ 58	4	✓ 154		✓	26	✓ 241,244	5	✓ 31,401	10	✓ 1,965		✓		✓
Medical				✓		✓ 2		✓	2	✓ 6,000		✓	1	✓ 150		✓		✓
Security					10	✓ 5,201	1	✓	5	✓ 28,740		✓	2	✓ 2,100		✓		✓
Training				✓	5	✓ 263	1	✓ 52	13	✓ 17,420		✓	24	✓ 28,226		✓		✓
TOTALS	565	86,605	23	2,635	542	150,561	196	60,035	1,034	2,567,078	38	257,114	153	4,265,304	27	24,232	45	65,865
BACKLOG	66	17,040			317	69,523	25	24,755	108	1,412,250	11	21,000			4	2,054		

GPO Production: Letterpress: 2,224,825

Offset: 133,150

Backlog in GPO: 95 NIS Sections.

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25X1A9A

MEMORANDUM TO: Chief, General Services

FROM: Chief, Printing & Reproduction Division

SUBJECT: Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

5 September 1952

1. Problems: personnel.

2. Volume: total jobs received: 2,959 total jobs delivered: 2,793.

3. Breakdown of completed work for the month of August 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director					2	35			1	500			3	170				
ONE											2	9,428						
OSI	15	558			7	616	1	259	20	22,765	1	1,150	6	9,265			1	2,600
ORR	77	5,177			54	33,262	4	496	33	214,699	11	85,043	8	17,251				
OIC													22	3,620				
OCI							1	45,100	4	675					4	4,300	2	48,875
OCD	354	22,274	4	891	375	26,477	124	49,992	916	1,661,717			2	5,609	3	5,776	24	34,355
OO	15	804	1	6	11	1,557	13	2,000	21	104,650			63	3,873,345	21	19,063	1	2,100
OSO	17	2,688	1	200	43	29,887	22	18,522	9	98,675	1	2,517	2	724			4	27,350
OPC	26	1,551			21	9,130	11	603	9	16,865	3	72						
Commo	2	14			11	685	3	4	1	10,000			4	1,210				
OTS			1	12	5	4,645		10	5	10,200	1	6						
GSO	2	88	2	9	1	4	19		8	35,200	2	10,018	4	10,900				390
Comptroller	2	120					4		16	87,675	2	88,100	19	37,963			1	50
Gen. Counsel	3	34																
Personnel	95	53,157							17	211,860	3	1,058,000	4	2,100			6	900
Procurement	9	661			2	7,292		6	21	313,560	1	5,000	16	8,175				
Medical											2	16,000	3	3,030				
Security					12	5,254		21										
Training			4	4,490	3	53			14	62,600	2	4,720	35	55,500				
NSC									3	2,660			1	4,335				
TOTALS	617	87,126	13	5,608	547	118,897	202	87,012	1,098	2,854,301	31	1,280,054	192	4,033,197	28	29,139	39	76,620
BACKLOG	22	9,897			288	125,496	63	9,284	260	393,011	14	38,000	2	14,180				

GPO Production: Letterpress: 3,331,650

Offset: 88,765

Backlog in GPO: 125 NIS Sections.

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25X1A9A

MEMORANDUM TO: Chief, Administrative Service

5 August 1952

FROM : Chief, Printing & Reproduction Division
SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A00100130043-2

1. Problems: personnel.

2. Volume: total jobs received: 2,862 total jobs delivered: 2,662.

3. Breakdown of completed work for the month of July 1952:

Handwritten signature and date:
1 Aug 52

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director	2	48		✓	1	✓ 210		✓	4	✓ 50,560		✓	5	✓ 465		✓		✓
ONE				✓				✓	2	✓ 1,276		✓				✓	2	✓ 7,605
OSI	9	✓ 545		✓	4	✓ 1,052	2	✓ 149	18	✓ 22,220		✓ 670	9	✓ 248,929		✓	5	✓ 5,750
ORR	101	✓ 6,369	2	✓ 6	67	✓ 5,394	5	✓ 16,010	33	✓ 945,159	4	✓ 24,977	10	✓ 20,221		✓	2	✓ 23,110
OTC		✓		✓		✓		✓		✓		✓	21	✓ 6,650		✓		✓
OCI		✓		✓		✓	2	✓	8	✓ 27,400		✓		✓	2	✓ 1,000		✓
OCD	211	✓ 16,929	3	✓ 211	297	✓ 32,842	91	✓ 35,091	864	✓ 1,502,403		✓	2	✓ 3,643	1	✓ 500	9	✓ 10,375
OO	18	✓ 1,135	2	✓ 578	7	✓ 2,371	19	✓ 1,040	29	✓ 184,321	1	✓ 2,000	71	✓ 4,070,771	25	✓ 25,102		✓
OSO	29	✓ 3,508	3	✓ 516	71	✓ 37,272	32	✓ 13,076	16	✓ 55,168	2	✓ 20,950	7	✓ 947		✓		✓
OPC	28	✓ 2,751			6	✓ 4,349	14	✓ 598	13	✓ 76,950	4	✓ 56,000		✓		✓		✓
Commo	4	✓ 167	1	✓ 4	2	✓ 106	3	✓	2	✓ 11,030		✓	2	✓ 5,950		✓		✓
OTS	4	✓ 662		✓	1	✓ 14	2	✓	1	✓ 160		✓		✓		✓		✓
Adm/Staff(S)		✓		✓		✓		✓	2	✓ 1,500		✓		✓		✓		✓
Gen/Ser.	15	✓ 1,662	2	✓ 21	1	✓ 3	30	✓	17	✓ 137,854	1	✓ 10,000	19	✓ 35,150		✓		✓ 455
Comptroller		✓		✓		✓	3	✓	8	✓ 17,000	2	✓ 7,213	5	✓ 800		✓		✓
Personnel	104	✓ 47,965		✓		✓		✓	24	✓ 55,250	1	✓ 5,000	11	✓ 3,330		✓	13	✓ 4,400
Procurement	7	✓ 472		✓		✓		✓	36	✓ 494,300	1	✓ 10,000	7	✓ 1,730		✓		✓
Medical		✓		✓		✓		✓	1	✓ 2,500		✓	6	✓ 5,570		✓		✓
Security		✓		✓	12	✓ 6,410		✓		✓		✓		✓		✓		✓
Training	2	✓ 311	3	✓ 1,350	12	✓ 279		✓ 2	7	✓ 18,900	1	✓ 6,000	70	✓ 19,060		✓		✓
NSC		✓		✓		✓		✓	2	✓ 500		✓		✓		✓		✓
TOTALS	534	82,524	16	8,686	481	90,302	203	65,966	1,087	3,604,451	17	142,810	245	4,423,216	28	26,602	31	51,695
BACKLOG	24	7,809			245	113,894	35	5,321	277	228,640	6	27,000	8	34,370	1	800		

GPO Production: Letterpress: 1,571,125

Offset: 116,398

Backlog in GPO: 121 NIS Sections.

25X1A9A

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

MEMORANDUM TO: Chief, Administrative Service

FROM: Chief, Printing & Reproduction Division

SUBJECT: Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A00100130043-2

8 July 1952

1. Problems: personnel.

2. Volume: total jobs received: 2,842 total jobs delivered: 3,148

3. Breakdown of completed work for the month of June 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
OCD	224	✓13,409		✓	595	✓45,046	✓133	✓43,250	✓950	✓2,392,741	2	✓4,800	3	✓15,000	11	✓23,800	29	✓29,823
OSO	22	✓2,846	1	✓21	78	✓15,458	28	✓18,840	18	✓160,070	1	✓495	4	✓6,440				
ORR	105	✓6,669	1	✓1	65	✓137,177	✓9	✓2,103	43	✓973,040	9	✓49,864	7	✓32,506			2	✓1,350
QTR	1	✓16	2	✓2,650	7	✓1,175	1	✓	20	✓79,710	2	✓42,890	117	✓61,830				✓
Personnel	103	✓52,707		✓		✓		✓	35	✓92,370	3	✓770	8	✓35,335			23	✓6,435
OPC	18	✓777	1	✓6	13	✓7,007	8	✓120	13	✓191,160	1	✓10,250						✓
OO	11	959	3	✓107	10	✓4,387	10	✓1,895	18	✓166,452			72	✓4,195,065	23	✓21,534	1	✓1,400
Ad/Service	6	377	2	✓22		✓	23	✓300	15	✓33,429	2	✓4,001	1	✓400				✓345
Procurement	1	✓44	1	✓10		✓		✓	34	✓663,110	1	✓5,000		✓				✓
OSI	11	✓915		✓	11	✓425	14	✓182	23	✓68,825		✓650	3	✓3,120			3	✓2,590
Q&M	1	✓8		✓	1	✓21		✓	13	✓20,061		✓	14	✓44,306				✓
Commo	2	✓20	1	✓575	3	✓1,649		✓	7	✓50,200			2	✓185				✓
I&S	1	✓8		✓	10	✓7,108	1	✓		✓	1	✓500		✓				✓
Finance	1	✓215		✓		✓	1	✓	10	✓64,000		✓	3	✓5,410				✓
ONE		✓		✓		✓		✓	2	✓1,335	4	✓21,184		✓			2	✓1,920
Director	1	65		✓	1	✓38		✓	1	✓500	1	✓5,000	5	✓278				✓
OIC		✓		✓		✓		✓		✓		✓	20	✓4,395				✓
Medical		✓		✓		✓		✓	2	✓2,100	1	✓100	1	✓720				✓
OCI	1	✓22		✓	1	✓70		✓	8	✓14,865		✓		✓				✓
TSS	1	✓14		✓	3	✓2,772	1	✓25	1	✓1,400		✓50		✓	2	✓1,300	1	✓5,250
NSC		✓		✓		✓		✓	1	✓11,500		✓		✓				✓
TOTALS	510	79,071	12	3,392	798	122,333	✓229	66,715	✓1,214	4,986,868	28	145,554	260	4,404,990	36	46,634	61	49,113
BACKLOG	61	✓25,705			130	43,677	53	2,694	54	201,832	17	15,400						

GPO Production: Letterpress: 4,209,930

Offset: 117,172

Backlog in GPO: 133 NIS sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00777A000100130043-2

6 June 1952

1. Problems: personnel.

2. Volume: total jobs received: 3,348 total jobs delivered: 3,111.

3. Breakdown of completed work for the month of May 1952:

Handwritten notes and signatures:
190 9/10
R. H. [unclear]

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
OCD	271	14,079	5	2,458	390	52,199	136	44,544	1,096	1,890,706		200	2	1,700	2	21,500	67	99,203
OSO	19	825			90	36,789	9	10,963	6	24,395	2	14,100	4	5,270				
ORR	76	2,691	1	1	67	2,609	11	1,427	27	152,931	21	56,154	8	27,502			3	1,936
Training	5	132	1	9,345	7	232		1	24	58,245	1	43,000	62	74,845				
Personnel	115	50,906			1	6			27	242,100			12	15,595			11	6,080
OPC	20	2,659	1	10	7	1,067	4	27	10	33,225					1	1,000		
OO	25	2,137	2	486	8	665	5	775	19	109,788	1	200	72	4,153,475	21	18,468		
Ad/Service	7	392					31		17	60,516	2	43,000						109
Procurement	6	883			1	24		3	21	151,500	3	23,510	15	2,275				
OSI	7	690			13	973	6	60	10	7,455		200	3	200			2	2,475
Q&M	3	49							18	50,669		3,600	13	16,116				
Commo	8	671	20	5,703	6	482			8	64,200		120	3	1,385			2	28,000
I&S	1	30			10	4,622			1	2,715								
Finance									10	22,600			3	71				
ONE					1	7					3	9,736						
Director	4	126	1	80	3	81		1	2	28,750	1	1,000	3	705				
OIC													14	1,270				
Medical									1	300			10	4,310				
OCI	2	40	1	2	2	89	2		10	13,215					2	4,200		
TSS	1	100	2	95														
TOTALS	570	76,410	34	18,180	606	99,845	204	57,801	1,307	2,913,310	34	164,820	224	4,304,719	26	45,168	85	127,803
BACKLOG	138	20,254			300	79,467	63	11,364	107	348,712	9	15,000			3	4,100		

GPO Production: Letterpress: 2,228,841

Approved For Release 2003/02/27 : CIA-RDP54-00777A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

May 1952

25X1A9A

1. Problems: personnel. 2. Volume: total jobs received: 3,244 total jobs delivered: 3,099.
3. Breakdown of completed work for the month of April 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
OCD	210	✓14,537	4	✓1,069	433	✓61,944	131	✓67,661	1,047	✓1,801,214	1	✓150	4	✓36,500	1	✓1,920	65	✓128,837
OSO	35	✓3,292	1	✓12	51	✓21,671	12	✓28,812	4	✓177,700		✓400	6	✓6,115				
ORR	97	✓2,927	6	✓448	78	✓28,563	10	✓487	36	✓852,283	7	✓62,675	13	✓29,390			10	✓26,450
Training	1	✓7	6	✓11,110	4	✓153	1	✓7	27	✓22,070	2	✓21,230	27	✓38,805				
Personnel	111	✓45,262		✓		✓		✓	19	✓80,260	2	✓26,520	21	✓33,170	1	✓4,800	19	✓4,510
OPC	20	✓845	1	✓30	11	✓3,287	5	✓46	22	✓396,205	1	✓69,750	1	✓4,130		✓		✓
OO	18	✓1,849	2	✓190	6	✓1,361	10	✓2,070	17	✓92,514	1	✓3,300	79	✓4,577,306	21	✓16,968		✓
Ad/Ser.	7	✓373	3	✓8	2	✓63	2	✓36	21	✓102,031	8	✓23,529	2	✓4,500	1	✓9,300		✓568
Procurement	2	✓36		✓		✓		✓	33	✓273,700	2	✓23,500	31	✓13,040		✓		✓
OSI	13	✓2,483		✓	3	✓1,242	16	✓110	16	✓28,720		✓600	6	✓4,380		✓	3	✓2,305
O&M	2	✓23		✓		✓		✓	15	✓20,304	1	✓6,000	18	✓19,086		✓		✓
Commo	10	✓357	10	✓1,177	6	✓511		✓	8	✓57,750	1	✓40,000	13	✓11,485		✓		✓
I&S		✓		✓	17	✓10,352		✓	1	✓500		✓		✓		✓		✓
Finance		✓		✓		✓		✓	4	✓4,200		✓	2	✓5,850		✓		✓
ONE		✓		✓		✓		✓	3	✓851	3	✓106,992		✓		✓		✓
Director	1	✓30		✓	6	✓256		✓30	3	✓1,650	2	✓21,000	3	✓185		✓		✓
OIC		✓		✓		✓		✓		✓		✓	14	✓2,420		✓		✓
Medical		✓		✓		✓		✓		✓		✓	10	✓6,490		✓		✓
OCI	1	✓15		✓		✓		✓	7	✓27,640		✓		✓	2	✓6,200		✓
TSS		✓	3	✓200	4	✓44		✓	3	✓2,600	1	✓1,321	1	✓300		✓		✓
NSC		✓		✓		✓		✓	1	✓700		✓		✓		✓		✓
TOTALS	528	72,036	36	14,244	621	129,447	187	99,259	1,287	3,942,892	32	406,967	251	4,793,152	26	39,188	97	162,670
BACKLOG	100	23,145			232	139,213	30	655	75	327,086	8	25,000	6	10,760				

GPO Production: Letterpress: 1,705,280

Offset: 135,548

Backlog in GPO: 137 NIS sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Service

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

4 April 1952

25X1A9A

1. Problems: personnel.
2. Volume: total jobs received: 3,379 total jobs delivered: 3,941.
3. Breakdown of completed work for the month of March 1952:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
OCD	292	✓ 18,953	4	✓ 18	629	✓ 102,057	132	✓ 83,413	1,285	✓ 2,154,997	1	✓ 250	6	✓ 8,500	7	✓ 8,350	86	✓ 122,235
OSO	61	✓ 5,187	1	✓ 174	74	✓ 50,204	12	✓ 5,142	16	✓ 228,770	1	✓ 450	12	✓ 7,235				
ORR	168	✓ 5,594	3	✓ 11	77	✓ 9,998	3	✓ 353	43	✓ 775,255	6	✓ 49,690	8	✓ 27,484	1	✓ 1,000	4	✓ 7,375
Training	4	✓ 318	2	✓ 455	14	✓ 9,079	1	✓ 27	29	✓ 219,419			60	✓ 26,370				
Personnel	115	✓ 43,424							16	✓ 100,005	2	✓ 2,320	11	✓ 10,900	1	✓ 500	19	✓ 11,625
OPC	38	✓ 2,742			17	✓ 10,121	14	✓ 2,002	11	✓ 57,300								
OO	22	✓ 1,994	1	✓ 6	✓ 22	✓ 4,201	29	✓ 5,662	18	✓ 87,510	2	✓ 9,000	66	✓ 4,344,048	22	✓ 17,644	1	✓ 935
Ad/Ser.	8	✓ 260	1	✓ 6	2	✓ 67	29		18	✓ 57,924	3	✓ 45,000	2	✓ 2,015				
Procurement	8	✓ 545							51	✓ 808,550			22	✓ 13,045				
OSI	22	✓ 2,195		✓	5	✓ 2,271	2	✓ 477	28	✓ 50,915	2	✓ 1,750	8	✓ 11,257		✓	2	✓ 250
✓ O&M	2	✓ 23		✓		✓		✓	23	✓ 30,820		✓	16	✓ 11,823		✓		
Commo	9	✓ 753	17	✓ 1,593	3	✓ 171	1	✓ 1,200	9	✓ 51,050	2	✓ 4,000	3	✓ 960		✓		
I&S	2	✓ 25			13	✓ 7,070	4	✓	1	✓ 1,000			1	✓ 500				✓
Finance		✓		✓		✓		✓	10	✓ 33,130				✓		✓		✓
ONE		✓		✓		✓		✓			7	✓ 14,605				✓		✓
✓ Director	2	✓ 132		✓	1	✓ 24		✓	8	✓ 5,060			5	✓ 2,088		✓		✓
OIC		✓		✓		✓		✓		✓		✓	26	✓ 4,340		✓		✓
Medical	1	✓ 336		✓		✓		✓		✓		✓	8	✓ 13,425		✓		✓
OCI		✓		✓	1	✓ 92	1	✓	4	✓ 15,800		✓	1	✓ 600		✓		✓
TSS	5	✓ 467	2	✓ 80	2	✓ 3,012		✓	4	✓ 62,150	3	✓ 14,250	2	✓ 1,880		✓		✓
NSC		✓		✓		✓		✓	6	✓ 84,000		✓		✓		✓		✓
TOTALS	759	82,948	31	2,343	860	198,367	228	98,276	1,580	4,823,655	29	141,315	257	4,486,470	31	27,494	112	142,420
BACKLOG	117	4,795			171	101,541	54	6,255	38	430,788	10	110,000	2	2,145	1	4,000		

GPO Production: Letterpress: 2,369,115 Offset: 229,355 Backlog in GPO: 139 NIS sections

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Services

8 March 1952

FROM : Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

SUBJECT : Monthly Progress Report

1. Problems: personnel

2. Volume: total jobs received: 3,624 total jobs delivered: 3,327

3. Breakdown of completed work for the month of February 1952:

[Handwritten signature]

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
Director	5	217			5	193	1	25	4	7,170								
ONE											4	9,734						
ORR	119	3,073			76	7,167	1	25	37	764,422	7	4,651	8	30,247			2	7,175
OSI	19	2,762			9	4,649	1	606	15	12,615			2	95			1	160
OSO	40	1,391	18	1,880	78	33,801	4	12,201	6	25,100	1	125						
Commo.	7	409	9	345	2	224			3	35,500			3	1,715				
OPC	34	1,506	2	63	21	3,986		40	7	80,930			1	225				
OIC													16	2,445				
OCI	1	14	1	45	4	28			2	1,025					1	1,400		
OCD	307	21,973	1	1,358	512	31,661	55	91,885	1,123	1,695,024			3	1,625	6	4,350	53	66,780
OO	17	1,902	1	6	15	3,272	17	1,277	16	67,259			63	4,041,288	19	15,124		
O&M	6	56			1	1			17	27,416			8	8,715				
I&S	1	27			19	8,666			3	9,100			4	3,175				
Ad/Ser.	21	1,001	1	3	15	4,612	10	2,930	13	275,582	2	8,524	1	500				486
Finance									16	23,400			1	1,500				
Personnel	121	59,936							25	206,890	1	3,000					18	4,695
Procurement	5	111							22	184,800		400	24	8,731				
Training	2	1,701	2	823	6	276		14	20	43,850	1	2,000	92	48,545				
Medical									1	2,000			3	700				
TOTALS	705	96,079	35	4,523	763	98,536	89	109,003	1,330	3,462,083	16	28,434	229	4,149,506	26	20,874	74	79,296
BACKLOG	238	20,688			238	151,080	35	5,180	223	562,355	5	91,000	8	7,245				

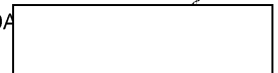
GPO Production: Letterpress: 2,950,550

Offset: 159,975

Backlog in GPO: 148 NIS sections

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A



MEMORANDUM TO: Chief, Administrative Service

9 January 1952

FROM: Chief, Printing & Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

SUBJECT: Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 3,246 total jobs delivered: 3,016.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		LETTERPRESS		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Imps.	Jobs	Impressions	Jobs	Imps.	Jobs	Imps.
Director	1	28	4	129	3	70			3	2,300			4	526				
ONE											3	5,230						
ORR	40	1,321			29	7,482	2	2,265	16	251,927			1	500				
OSI	20	574			3	62	2	126	18	26,040			5	5,260				
OSO	57	11,535	1	32	100	18,173	7	3,215	7	56,610			13	15,760				
Commo.	7	561	10	669					4	72,000			3	1,150				
OPC	24	2,495	1	60	22	3,209	3	983	13	125,041								
OIC													10	1,845				
OCI					6	46		10	1	9,500					1	1,600		
OCD	327	16,243			405	62,218	64	59,017	1029	1,497,273			4	5,358	6	39,600	79	87,148
OO	11	198		6	12	1,083	14	2,655	12	57,721			64	4,064,107	23	20,103		
MGT.	3	25							34	31,224			23	33,468				
I&S	6	3,048			18	7,732		7	2	1,030			1	2,000	1	1,752		
AD/Service	10	653			5	2,056	35	6,612	8	38,200	1	250	1	200			1	500
Finance	1	180							20	42,325			3	6,250				
Personnel	109	47,625			1	9,636	1	50	33	207,085			2	1,500	2	9,000	14	8,605
Procurement	11	1,339	1	18	1	6			31	455,300			14	6,915				
Training	8	2,530	1	280	16	1,448		47	21	71,355	2	25,600	75	54,200				
Medical	1	18											3	2,300				
HSC									1	500	1	75						
TOTALS	636	88,373	18	1,194	621	113,221	128	74,987	1253	2,945,431	7	31,155	226	4,201,339	33	72,055	94	96,253
BACKLOG	117	3,043			166	52,819	48	16,934	173	409,583	10	4,400	13	3,485				

GPO Production: Letterpress: 283,100 Offset: 104,350 -- Backlog in GPO: 142 NIS Sections.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

18 December 1951

MEMORANDUM TO: Chief, Administrative Services

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel.
2. Volume: total jobs received: 2,741 total jobs delivered: 2,843.
3. Breakdown of completed work for the month of November:/

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	4	61			2	45			3	9,898	3	348				
ONE									6	8,341					1	1,160
ORR	118	2,158	3	32	81	13,871	2	570	16	37,862	4	6,480				
OSI	13	621			1	2	1	25	16	2,858	3	125			2	9,000
OSO	47	3,518	11	1,296	72	22,370	1	7,775	15	121,565	10	4,810				
OPC	22	2,498	1	120	12	5,209	2	200	7	75,600						
OCD	393	15,128			474	40,837	38	18,028	865	1,367,888	1	50			64	77,912
OIC											15	3,055				
OO	9	1,745			7	1,140	9	2,020	9	33,418	67	3,519,515	19	15,900		
MGT									8	14,614	7	3,850				
Security					16	7,196	1	100	4	11,650	1	7,350				
Ad/Services	7	368	3	55	3	8	5	1,275	8	30,400	3	5,500			1	200
Finance	5	15							13	13,434	3	10,400			1	75
Personnel	126	60,428			11	249		3	61	172,595	50	57,340			11	1,950
Procurement	5	548							24	217,023	15	3,840				
Medical									2	3,000						
TOTALS	749	87,088	18	1,503	679	90,927	59	29,996	1,057	2,120,146	182	3,622,663	19	15,900	80	90,297
BACKLOG	131	7,781			282	68,868	29	2,179	31	304,760			1	3,000		

GPO PRODUCTION: Letterpress: 1,276,912 Offset: 151,600.

MEMORANDUM TO: Chief, Administrative Services

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

16 November 1951

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,323 total jobs delivered: 1,927.

3. Breakdown of completed work for the month of October:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Job	Imps.
Director's Office			2	42					2	2,200	5	995				
ONE									3	3,876					2	47,225
ORR	73	1,764	1	8	47	3,683	5	4,525	45	152,131	10	34,910			1	14,910
OSI	24	2,137			5	1,799		42	33	36,265	11	13,755				
OSO	33	2,490	7	112	43	26,656		8,892	8	219,874	5	4,724				
OPC	28	531			12	7,936		67	3	13,050						
OCD	269	15,235			322	43,340	28	27,568	151	1,259,217	4	3,845	2	24,900	14	63,519
OCI					5	45			3	8,390			1	1,200		
OO	13	1,257			2	260	12	1,956	10	16,338	70	3,467,698	23	21,746		
MGT	2	21							12	21,636	8	16,415				
Security	1	2			19	7,547			2	15,300	1	2,000				
Ad/Services	12	229	4	252	3	57		125	14	58,475	1	1,000				
Finance	2	268							24	58,450						
Personnel	148	86,184			23	1,455	1	30	70	350,950	130	147,338			18	2,730
Procurement	5	954							36	421,300	33	19,447				-
Medical	1	7									1	100				
General Counsel	1	24														
NSC									5	25,000	3	29,440				
OIC											10	1,545				
TOTALS	612	111,103	14	414	481	92,778	46	43,205	421	1,901,131	292	3,743,212	26	47,846	35	81,722
BACKLOG	542	21,892			592	107,729	2	3,500	53	378,014	5	38,105	1	3,000		

GPO Production: Offset: 130,910 impressions Letterpress: 1,139,070 impressions.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Chief, Administrative Services *Handwritten initials* Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

18 October 1951 *Handwritten initials*

FROM : Chief, Printing & Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,078 total jobs delivered: 2,030.

3. Breakdown of completed work for the month of September:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	6	282			5	171			2	350	2	180				
ONE									3	6,670						
ORR	55	2,659	4	95	58	5,798	2	2,163	35	320,454	10	22,068				
OSI	22	1,849	1	8	6	550	2	249	33	9,230	11	6,080				
OCD	483	14,901	2	12	378	54,910	42	31,473	61	1,544,674	3	4,250	3	26,500	9	1,065
OCI			1	1	7	280	1	2,920	1	1,500			3	2,300	1	170
OSO	44	9,299	15	1,408	70	41,415		9,493	8	54,100	10	21,745				
OPC	23	1,023			11	2,718		23	3	45,000	1	25,000				
OO	8	1,052			5	1,657	7	201	9	18,736	64	3,152,185	21	17,888		
MGT.	2	23							9	22,090	5	4,662				
SECURITY					18	7,460			5	20,051			1	1,524		
AD/SERVICES	15	798	5	206	3	498	12	1,750	4	5,300	2	2,500				
FINANCE									13	11,060	1	6,500				
PERSONNEL	108	85,326	1	50	48	899			63	210,607	71	57,270			12	1,960
PROCUREMENT	7	286	1	125					25	244,600	25	9,188				
OIC											14	14,950				
MEDICAL									4	4,600	3	2,300				
GENERAL COUNSEL					1	107		25			1	100				
TOTALS	773	117,498	30	1,905	610	116,463	66	48,297	278	2,519,022	223	3,328,978	28	48,212	22	3,195
BACKLOG	449	10,788			446	93,385	1	1,000	20	110,060	1	2,000				

GPO PRODUCTION: Letterpress: 2,535,279 Offset: 140,733.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 FROM : Chief, Printing & Reproduction Division
 SUBJECT : Monthly Progress Report

27 September 1951

1. Problems: personnel. 2. Volume: total jobs received: 2,195 total jobs delivered: 1,912.

3. Breakdown of completed work for the month of August:

OFFICE	PHOTOSTAT		PHOTOGRAPHY		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	64	3	34			2	4,300	6	2,590				
ONE	1	15							4	2,813						
ORR	94	3,195	47	8,707	1	792	3	505	25	619,437	21	39,295			3	14,245
OSI	30	1,282	2	25	2	17		6	35	75,443	18	5,641				
OCD	347	12,647	475	44,487			45	36,210	94	1,375,520	6	6,208	2	1,200	19	23,205
OCI	1	130	4	32							28	3,750	3	2,100		
OSO	19	4,145	36	32,810	10	616	1	2,346	11	187,365	3	5,160				
OPC	19	1,183	13	10,514				400	7	31,875						
OO	11	710	8	1,264			21	5,503	13	45,547	82	3,484,764	22	17,747		
Management	2	20							10	18,254	7	4,834				
Security	1	8	19	11,296					1	300	3	3,000			2	300
Ad/Services	8	191	4	136	5	147	3	1,125	4	15,126	4	5,150			1	100
Finance									3	12,540						
Personnel	51	60,704	21	2,119				2	61	242,187	46	46,085	1	5,000	11	16,300
Procurement	7	531	1	12				2	13	86,300	19	4,915				
General Counsel	1	3	1	146												
Medical									1	1,000						
NSC									2	4,245						
TOTALS	592	84,764	633	111,604	21	1,614	73	46,099	286	2,722,252	243	3,611,392	28	26,047	36	54,150
BACKLOG	519	19,365	451	100,022			24	730	20	174,774			1	31		

GPO Production: Offset Impressions: 162,928 Letterpress Impressions: 2,984,602.

MEMORANDUM TO: Acting Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

11 August 1951

- Problems: personnel.
- Volume: total jobs received: 1,917 total jobs delivered: 1,542.
- Breakdown of completed work for the month of July:

OFFICE	PHOTOSTAT		PHOTOGRAPH		OZALID		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			2	49	2	80					3	300				
ONE									1	1,440			2	233		
ORR	43	879	33	412	1	2	3	355	26	372,413	16	29,272	3	829	4	2,475
OSI	12	443	4	57			1	25	27	49,018	22	11,700			1	385
ODD	285	13,774	237	33,602			19	31,651	151	1,287,669	14	21,040	2	8,500	4	17,625
OCI	1	17	7	104					2	4,000	33	3,677	3	7,100		
OSO	57	2,228	43	24,450	9	215	4	21,902	19	61,005	2	1,280				
OPC	17	705	2	490				22	7	25,390						
OO	19	1,619	2	28			5	270	7	67,855	61	3,095,268	21	18,105		
Management	3	25	1	40					16	30,212	11	22,928				
Security			13	5,870					11	70,450	1	150			1	1,600
Ad/Services	9	326	2	32	2	24	1	700	12	104,838	2	350			2	350
Finance	1	10							4	40,350	1	300				
Personnel	55	4,468	11	54	1	25			28	94,265	44	41,510	1	1,000	22	4,700
Procurement	3	96							18	228,000	15	5,465				
Medical											1	200				
General Counsel	4	1,894									2	1,220				
NSC									5	55,000						
TOTALS	509	26,484	357	65,188	15	346	33	54,925	334	2,491,905	228	3,234,660	32	35,767	34	27,135
BACKLOG		-	405	16,918	n				15	90,500	2	4,850	1	5,000		

GPO Production: Offset Impressions: 168,680 Letter Press Impressions: 2,128,611.
Photographic Job farmed out for ODD: 1,510 prints.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Assistant to the Chief, Administrative Services

14 July 1951

FROM : Chief, Reproduction Division

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

SUBJECT : Monthly Progress Report

1. Problems: personnel.

2. Volume: total jobs received: 2,360 total jobs delivered: 1,911.

3. Breakdown of completed work for the month of June:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	2	25	3	200	2	216			4	4,104	7	4,126			1	100
ONE									2	496			1	72		
ORA	72	1,318			52	3,935	2	138	35	386,477	22	63,490	2	349	4	2,010
OSI	21	776	3	1,713	5	2,378		60	19	112,649	17	2,440			1	48
OCD	418	16,426			255	37,133	20	27,443	133	1,662,585	10	5,116	3	27,500	17	2,118
OCI	1	16			4	55			1	1,000	20	3,540	2	1,700		
OSO	67	11,648	10	1,051	69	57,567	7	62,297	20	101,000	6	13,720				
OPC	14	4,116			4	1,566	1	670	7	25,835						
OO	15	1,832	1	6	6	7,268	9	385	16	55,497	68	2,982,382	23	19,440		
Management	1	13			1	4			4	5,225	13	11,135				
Security					21	7,306			5	17,500	4	9,220				
AI/Services	9	437			2	5	3	1,150	8	17,158	4	6,800				
Finance	1	1							7	22,400	2	600				
Personnel	77	2,452	1	720	82	3,370			38	165,945	31	24,305	1	1,000	17	1,630
Procurement	6	611							25	322,400	36	11,840				
Medical									2	750	2	1,000				
General Counsel	2	306														
NSC									2	24,000						
TOTALS	706	39,877	18	3,690	503	120,503	42	92,143	328	2,925,021	242	3,139,714	32	50,061	40	5,806
BACKLOG	295	13,924			423	125,497	3	15,275	19	41,375			1	195		

Net Production: Offset Impressions: 29,010 Letter Press Impressions: 59,000.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services
 FROM : Chief, Reproduction Division
 SUBJECT : Monthly Progress Report

25X1A9A

12 June 1951

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

1. Problems: personnel.
2. Volume: total jobs received: 2,278 total jobs completed: 2,405.
3. Breakdown of completed work for the month of May:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	6	155	2	40					10	5,611	4	712				
ONE	1	102							3	3,210			5	713		
ORR	85	1,242			61	3,389	1	130	26	529,297	36	76,141	4	651	4	290
OSI	26	673			6	2,626		125	27	17,110	8	1,555			2	700
OSD	539	19,058	5	1,061	463	64,507	38	39,678	134	1,725,776	16	20,147	5	48,400	9	780
DCI	1	6			10	79					30	3,705	3	3,300	2	130
OSO	84	12,709	9	1,115	109	23,785	2	21,978	28	99,210	7	68,686			1	1,272
OPC	34	3,000			7	8,238		100	6	3,830	1	396				
CO	22	2,642	7	2,757	13	3,017	15	1,518	19	86,234	78	3,959,737	24	21,141		
Management	3	219							17	62,572	9	3,953				
Security					15	5,051			6	9,550	3	2,000	1	1,536		
Ad/Services	20	491		2	4	231	5	2,850	10	23,218	3	270				
Finance	1	18							8	12,750						
Personnel	38	141			81	2,474	1	2,800	34	82,225	53	43,930	2	5,000	1	50
Procurement	2	63							21	184,500	20	3,815				
Medical									1	1,000	3	1,400				
General Counsel	3	610							1	500	1	75				
TOTALS	865	41,129	23	4,975	769	113,397	62	69,179	351	2,846,593	272	4,186,522	44	80,741	19	3,222
BACKLOG	107	4,030			260	24,467	10	41,000	6	33,771	2	1,290				

CPO Production: Offset Impressions: 145,400 Letter Press Impressions: 1,862,992.

Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

25X1A9A

MEMORANDUM TO: Acting Deputy Chief, Administrative Services For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 May 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,120 total jobs completed: 2,053.

3. Breakdown of completed work for the month of April:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office			1	90	1	3		2	1	2,000	5	585				
ONE	3	68											4	842		
ORR	95	1,744	1	18	36	5,383	3	381	21	822,180	39	65,119	6	954	12	6,702
OSI	14	212	1	20	9	509		54	27	6,650	11	3,910			2	655
OCD	479	21,055			326	51,997	5	20,802	127	1,626,017	9	10,019	4	26,200	15	1,465
OCI	1	490	3	22	3	35					21	3,220	1	3,000		
OSO	82	9,483	9	241	81	35,116		428	15	119,400	7	70,413				
OPC	33	1,860	1	25	10	516		10	6	19,336	1	9,800			1	380
OO	16	2,365			6	1,889	19	4,090	7	34,710	66	3,487,479	24	23,325		
Management	1	12							12	108,350	6	8,722				
Security					19	4,614			7	36,800	2	1,000				
Ad/Services	13	524	3	27	3	296	5	750	8	93,704					3	512
Finance	2	450							10	19,320						
Personnel	60	1,817			36	4,658			23	41,250	92	62,535				
Procurement	3	38							22	230,200	28	4,815				
Medical	1	2														
HSC									1	50						
General Counsel	2	44									1	75				
Training	1	1							17	108,701	1	1,200			1	400
TOTALS	806	40,165	19	443	530	105,016	32	26,517	304	3,268,668	289	3,728,892	39	54,321	34	10,114
BACKLOG	228	10,311			232	67,176	20	50,475	11	144,625	2	1,522				

GPO Production: Offset Impressions: 64,865 Letter Press Impressions: 959,218.

25X1A9A

MEMORANDUM TO: Deputy Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 April 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 2,236 total jobs completed: 1,891.

3. Breakdown of completed work for the month of March:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3	2	60					2	2,882	5	626			2	75
ONE									1	360			2	542	1	2,760
ORR	93	2,516	1	6	35	2,212		110	23	111,593	25	68,024	2	388	15	7,540
OSI	16	288	1	20	5	1,100		9	28	14,073	9	1,350				
OCD	374	19,841	1	5	396	77,028	26	31,099	113	1,695,783	11	3,015	1	3,000	9	1,296
OCI	2	82			7	328		25	2	2,100	18	2,595	2	6,500		
OSO	53	9,582	11	448	96	27,234	4	7,637	18	64,940	6	26,190				
OPC	38	2,971			11	5,178		212	14	1,525,885						
OO	12	741			12	1,778	7	769	13	18,533	75	3,476,622	22	21,051		
Management					1	4		15	2	6,000	8	8,223				
Security	2	814			17	3,924			7	20,050	4	7,000	1	1,320		
Ad/Services	11	162	1	30	6	546	7	2,200	6	5,708	1	500				
Finance									2	7,000	1	1,400				
Personnel	81	1,910	1	4,400	15	3,646		2	18	27,050	24	25,655	1	1,000		
Procurement	1	12			1	20			18	1,466,786	28	6,415				
NSC									2	10,000	1	2,520				
TOTALS	634	38,922	18	4,969	602	122,998	44	42,078	269	4,978,743	216	3,630,135	31	33,801	27	11,671
BACKLOG	295	9,912			236	74,156	16	45,000	6	166,000						

GPO Production: Offset Impressions: 221,400 Letter Press Impressions: 1,754,167.

MEMORANDUM TO: Deputy Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 March 1951

FROM : Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel. 2. Volume: total jobs received: 1,676 total jobs completed: 1,549.

3. Breakdown of completed work for the month of February:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPE		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office	1	3							1	255	5	3,827			1	250
ONE									3	900			5	1,449		
ORR	74	1,222	3	19	9	220			15	657,848	7	36,320	1	211	5	9,520
OSI	17	640	1	2	3	715			40	10,100	6	545	1	65		
OCD	307	13,785			282	53,039	14	23,194	98	1,684,478	8	10,589	4	20,600	8	4,815
OIC	1	420	1	25	4	199		50	3	8,015	17	2,000				
CSC	59	9,370	7	265	45	16,294		214	18	213,353	3	16,500				
OPC	25	1,540			8	935		95	6	81,350						
OO	15	2,293			7	2,063	6	4,187	16	87,824	70	3,084,054	19	18,368		
Management	1	6			1	14			6	1,880	12	14,794				
General Counsel									1	1,000						
Security					13	2,995		1	6	29,800	2	3,100				
Ad/Services	16	446			4	268	4	675	9	34,500	4	1,525			2	400
Finance	1	2									1	400				
Medical											1	4,000				
Personnel	51	1,807			51	325			27	51,750	48	22,590	2	1,355	1	250
Procurement					1	20	1	165	19	1,041,800	11	5,365	2	3,366		
NSC									2	8,000						
TOTALS	568	31,534	12	311	428	77,087	25	28,581	270	3,912,853	195	3,205,609	34	45,414	17	15,235
BACKLOG	75	4,758			235	71,501	3	17,500	2	53,500	2	7,744				

GPO Production: Offset Impressions: 154,350 Letter Press Impressions: 1,593,095.

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MEMORANDUM TO: Deputy Chief, Administrative Services Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130043-2

7 February 1951

FROM : Assistant Chief, Reproduction Division

SUBJECT : Monthly Progress Report

1. Problems: personnel and space. 2. Volume: total jobs received: 1,812 • total jobs delivered: 1,875.

3. Breakdown of completed work for the month of January:

OFFICE	PHOTOSTAT		OZALID		PHOTOGRAPH		MICROFILM		OFFSET		MIMEOGRAPH		ADDRESSOGRAPH		DITTO	
	Jobs	Prints	Jobs	Prints	Jobs	Prints	Jobs	Feet	Jobs	Impressions	Jobs	Impressions	Jobs	Impressions	Jobs	Imps.
Director's Office									3	1,716	8	1,742				
ONE									1	1,542			11	3,115		
ORR	79	1,788	3	10	26	1,355		60	38	627,193	7	22,285	4	953	5	9,265
OSI	34	478	1	260	8	214		15	57	15,099	9	862	1	64		
OCD	296	21,571			366	48,277	63	35,361	112	1,524,753	14	17,136	2	36,000	22	4,695
OIC					11	605		104	2	730	27	4,247				
OSO	55	7,464	11	1,892	73	18,207		4,496	19	79,422	1	60				
OPC	29	4,693			13	2,126		1,048	4	9,300						
OO	16	444			12	6,676	9	1,594	16	95,258	86	4,548,895	27	24,194		
Management									4	14,908	13	34,147				
General Counsel	1	16							2	1,000						
Security	3	143			14	2,755			6	6,700	3	3,400				
Ad/Services	21	327	4	58	3	7,647	10	4,700	9	53,469	4	975				
Finance	2	44							8	19,960	3	8,293				
Medical									2	800						
Personnel	24	1,194			24	1,199		10	33	45,220	63	58,745	1	1,000		
Procurement									21	267,300	15	9,210			1	100
TOTALS	560	38,162	19	2,220	550	89,061	82	47,388	337	2,764,370	253	4,709,997	46	65,326	28	14,060
BACKLOG	12	1,425			194	101,558	3	350	19	163,380	1	108				

GPO Production: Offset Impressions: 97,810 Letter Press Impressions: 782,335.